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Program Assessment Dean Summary Template

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College-level Annual Assessment Results and Recommendations Report

This report serves to provide a summary of results and recommendations for the College-at-large.

Data from each individual program is to be addressed:

College: _____

Dean: _____

Section 1: Summary of the State of the College

A. Enrollment and Graduation Rate Analysis

Analyze and discuss the current year's program data as compared to the previous five years of collected data for each program with respect to:

- Program Enrollment
- Graduation Rates (4-year and 6-year graduation rates)

B. Program Student Learning Outcome Assessment Data and Recommendations

For each individual program, summarize the current year's program assessment (from annual reports and program reviews) including:

- Student learning outcomes data
- Recommendations based on findings

Section 2: General Academic Planning

Using the information analyzed, discuss the following:

- What do I open?
- What do I close?
- What needs to be supported with:
 - a. More faculty
 - b. Other resources?
- What actions will be taken to strengthen the programs and the College-at-Large?

Section 3: College Resource Needs

A. Faculty and Staff Resource Needs

Discuss faculty and staff resource needs **using supporting data and a rationale** connected to Section 2 (General Academic Planning) and individual program data.

Finally, provide an itemized list of faculty needs (with reference to the data and rationale)

B. General Resource Needs

Discuss general resource needs **using supporting data and a rationale** connected to Section 2 (General Academic Planning) and individual program data with respect to the following:

- Office Supplies, Travel
- Technology (e.g. administrative software, faculty computers, etc.)
- Office Equipment
- Facilities (Office Spaces, etc.)
- Furniture, etc.
- Memberships, Accreditation Fees, etc.

C. Pedagogical/Curricular Needs

Discuss pedagogical/ curricular resource needs **using supporting data and a rationale** connected to Section 2 (General Academic Planning) and individual program data with respect to the following:

- Software (instructional)
- Instructional Technology (instructional software, LCD projectors, printers, etc.)
- Instructional Equipment (microscopes, etc.)
- Professional Services (Practice exams for licensure preparation, etc.)
- Library Resources (Databases, etc.)
- Facilities (Classrooms, Labs, etc.)

Section 4: Budget Request Line Items

College (Program)	Description of Resource Request	Page # Reference (for Rationale)	Quantity Requested (where relevant)	Unit Cost (where relevant)	Total Cost (to nearest dollar)	Strategic Plan Goal (2013-2020)
<i>Example:</i> COE (B.S. Athletic Training)	<i>Example:</i> BOC Practice Exams for CAATE Licensure Exam Preparation (25 students, 4 exams each)	<i>Example:</i> pg. 2	<i>Example:</i> 100	<i>Example:</i> 25.50	<i>Example:</i> 2,550	1.1.4.2